

Global Alliance for Improved Nutrition

Job title:	Project Coordinator, Food Supply Systems		
Classification:	Grade 4	Direct reports:	0
Work location	Nairobi, Kenya	Travel required:	Regular travel within Kenya up to 50%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

In Kenya, 94% of adults do not meet the WHO recommendations of 400 grams of daily fruit and vegetable consumption. In 2015, a national survey found that 15.3% consumed fruits daily and 50.9% consumed vegetables daily. Many African countries do not produce enough vegetables to meet their populations' nutrient needs. This low production is exacerbated by high losses in the value chain.

GAIN Kenya has designed a program to respond to this situation by stimulating increased vegetable access and increasing consumption through demand creation.

The Vegetables for All project will create partnerships with private actors and organizations who employ different models at various levels and support sourcing of vegetables from Good Agricultural Practices compliant suppliers to increase all-year availability of safe vegetables in target.

DESCRIPTION
<p>Overall purpose</p> <p>Reporting to the Project Manager, the Project Coordinator, Food Supply Systems will provide technical expertise to develop Last Mile Vendor (LMV) businesses. The Project Coordinator is responsible for identification, selection and supporting business to increase the access of safe, fresh and variety of vegetables within the project area.</p>
<p>Tasks and responsibilities</p> <p>Project Coordination, Planning and Implementation</p> <ul style="list-style-type: none"> • Collaborate with relevant structures (at national, county, market level), provide technical advice and support the implementation of existing local food safety standards. • Identify Good Agricultural Practices (GAP) compliant vegetable suppliers and/or suppliers who are meeting the food standards in project implementation counties and link them to last mile vendors for improved sourcing of safe vegetables. • Conduct regular visits to Last Mile Vendors (LMVs) working locations to verify actual status of vegetable supply and address vegetables supply challenges.

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- Link last mile vendors to identified suppliers who are meeting the food standards for improved sourcing of safe vegetables.
- Coordinate with implementing partners and key stakeholders in the project to train the last mile vendors on various aspects including food safety, business development amongst others.
- Provision of technical support and trainings to mid value chain actors (e.g cold chain storage providers /logistics, retail shops, aggregators), Last Mile Vendors (LMVs) and market committees on the need for traceability systems for food safety and how to use the available/developed systems.
- Profile business to business (B2B) partnership opportunities and link vendors to various business development service providers.
- Conduct matchmaking events to enhance market linkages among vegetable suppliers.
- Support the Senior Project manager with project baselining and monthly data collection from LMVs that would feed into the defined M&E indicators, developing lessons learnt as well as reporting to project stakeholders including donors.

Project Management Coordination

- Participate and contribute to development and implementation of project work plans in collaboration with the project coordinators.
- Collect, document, collate and analyse project data for monitoring and management information purposes.
- Responsible for maintaining crucial project documents which track project progress.
- Identify any potential issues or risks that could affect the progression of the project and work with the Project Manager to identify potential solutions.
- Conduct regular monitoring of the activities conducted under the project by partners.
- Preparation of monthly updates and organizing time bound meetings with project stakeholders
- Contribute to quarterly reports, activity-specific reports, and drafting of project success stories.
- Plan, coordinate and organize time-bound project site visits.
- Providing support to the project manager in organising key events planned under the project.
- Comply with and implement according to GAIN's various policies, e.g., gender, diversity, environmental and safeguarding etc.

Relationship Management

- Contribute to building strong partnerships with civil society, INGOs, government entities, private sector and other organisations.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with Project Managers, the professional services teams (HR, Finance, Legal etc) to manage and deliver effective projects.

Resource Management

- Support the Project Manager with E-contracting tool process, including initiate and follow-up with contracting parties and respective contract approvers, signing of contracts uploading all necessary documents to share point in liaison with legal team.
- Provide assistance to the project manager by monitoring the project progress against project workplan and budget.
- Follow up with partners and prepare timely monitoring reports with findings and recommendations. Provide support for the timely submission of high-quality reports, success stories and other documents as per organizational procedure and donor requirements.

Key organisational relationships

- Reports to the Project Manager- Vegetables for All
- Close collaboration with the other projects and operational staff.
- Liaises regularly with GAIN Programme Services Team and Knowledge Leadership teams.

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- Government, Donors, NGOs, Private Sector, Academia and others

JOB REQUIREMENTS

Competencies

- Ability to coordinate and influence the formulation, implementation, monitoring of international development projects.
- Ability to lead effectively, motivate and mobilise individuals within or outside their reporting line.
- Demonstrate flexibility and openness to change and ability to manage complexities whilst always maintaining the ethos and objectives of the work.
- Clear and systematic proactive thinking that demonstrates good judgement, expert problem solving, and creativity.
- Good interpersonal, communication and influencing skills.
- Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Diplomacy, tact, and negotiation skills.
- Some understanding of the gender and protection dynamics of humanitarian and development work, and ability to capture this in the analysis and design of interventions.
- Strong ability to work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, the civil society, and the private sector.
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

Experience

- Solid professional experience in the Agri-food sector in Kenya, particularly in areas of agriculture, agribusiness, nutrition etc.
- Proven experience working on donor funded agribusiness projects or with an agribusiness itself.
- Good experience in business development, especially business planning
- In depth knowledge of full contract management process from requisition, sourcing, tendering, analysis, award, documentation and close out
- Strong understanding of supply chain analysis with a focus on vegetables is desirable.
- Experience working in a public/private partnership environment desirable.
- Previous experience with business and project administration systems, including financial administration.
- Previous experience in delivering projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance.
- Experience in group facilitation to ensure effective stakeholder participation and consensus building.
- Private Sector experience desirable

Education

- Degree in Agribusiness, Agriculture, Entrepreneurship & SME Management, and/or equivalent work experience. Relevant master's qualification is an added advantage.
- Diploma or equivalent certification in project management or business administration is highly desirable

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Other requirements

- Fluent written and verbal English
- Must be willing and able to travel

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities